



Virginia Social Services System Strategic Planning Steering Committee

Meeting Minutes July 27, 2005 10:00 a.m. to 1:00 p.m. Henrico Room, DSS Henrico Office, Forest Office Park & Video Conference Locations

Attendees: Members - Commissioner Conyers, Mark Johnson, Vickie Collins, Dana Paige, Diana Hutchens, Ray Goodwin, Jack Frazier, Carolynne Stevens, Harry Sutton, Nick Young, Phyllis Sisk, Gordon Ragland, Duke Storen, Dottie wells, BJ Northington
Guest – Bo Harris
Staff – Margaret Schultze, Marcella Williamson
Facilitator – John Wheatley
Scribe – Jeanine LaBrenz

I. Call to Order, Introductions

John Wheatley called the meeting to order and relayed regrets from Valerie Cuffee, Cookie Roberts, Julie Christopher, Sarah Snead and Donna Douglas. He introduced BJ Northington who is acting as Training Director and Bo Harris who is acting COO.

Commissioner Conyers congratulated the group on all the hard work it put into updating the VSSS Plan and for having moved so far down the strategic planning road well ahead of the Commonwealth generally. He noted that having to incorporate the new Commonwealth planning process actually had a slight negative effect. He finished by stating that this is only a detour and the System should be able to move ahead since this did not substantially change our direction.

II. Minutes

The minutes from the previous meeting in April were approved.

III. Review Action Items List

Item 66: Clarence Baker: Present to the Steering Committee for approval, the GOAL 7 Committee Membership and GOAL Plan.

Goal 7 was approved by the Committee at the retreat in June. Item Closed

Item 86: Mark Johnson: Chair a group to plan a statewide EVENT to kick-off the VSSS Strategic Plan.

Mark Johnson reported that the Plan Kick Off EVENT can begin at any time, but it is important for the Plan to be READY to be used; ready to go live with the measurement information before the Kick Off event. Mark asked the group to evaluate how close to being ready they are.

There was discussion about what remained to be done before the plan can be deployed and about whether the BPR "To Be" model would radically change the Plan Goals. The consensus was that it would not change substantially at the GOAL level and this should not stop progress.

There was discussion about what measurement information is currently available, what still needs to be gathered, and where the data should be retrieved and be stored. It was agreed that this needs to be finalized. It was decided that the GOAL Champions would evaluate what data is currently available for their measures, where it can be obtained, and what is not available. They will then meet after the BPR presentation on August 15th to present this status report. At the same meeting, John Wheatley and Harry Sutton will present options for a receptacle for data gathering, storage, and retrieval. The intent is to finalize the data available and the storage instrument on August 15th. Item Open.

Item 88: John Wheatley: When direction from the Department of Planning and Budget is issued, review and determine impact on the current Strategic Plan and how the process will come together.

The overall consensus of the group was that the new State format had caused some negative back stepping, but that the main thrust of the plan still remains intact. Members were concerned that the alignment of the VSSS Strategic Plan and Service Area Plans, to the work done on the Plan previously, needs to be made very clear to local stakeholders in order to maintain confidence in the process. Item Closed

Item 89: John Wheatley: Determine the manner in which we will solicit input from the local departments when plans are being developed.

This item continues as an on-going part of the process. John will present a process for doing this solicitation. Item Open

Item 90: John Wheatley: Develop survey to collect data about all current plans used. This information will be presented at the next meeting. It will include information about the necessity of the plan.

John is continuing to work on getting a complete picture of the planning process within the VSSS. Item Open

Item 95 Mark Johnson will confer with VLSSE about replacing Betty McCrary with someone from that area, if possible.

Mark reported that Jane Conlin from Roanoke will replace Betty McCrary on the Committee. Item Closed

IV. New Business

Diana Hutchins and B J Northington will be Co Chairs for Goal 7 until a new training director is hired to replace Clarence Baker.

Nick Young will be Goal 6 Champion until a new CFO is hired to replace David Mitchell.

Jane Conroy has resigned as Executive Director of VaCAP and will need to be replaced on the Committee.

Renee Fleming Mills, the new HR Director, will replace Phyllis Sisk as the Goal 5 Champion.

Duke reminded the Committee that a decision had been made at the retreat to add members from the user community at the state and local level. He asked that this be put on the agenda for the next meeting.

Carolynne Stevens requested that the Committee put an item on the next agenda to begin considering the next level of planning (research and evaluation) after the measures and information begin to flow in. How will the information be used?

John asked the group to evaluate the use of video conferencing, the group did so and agreed it use should continue.

V. Adjourn

The meeting adjourned at 1:10 p.m. The next meeting is August 24th 10:00 a.m. to 12:00 p.m.